



WASHINGTON COUNTY
 Dept. of Land Use & Transportation
 155 N. 1st Avenue, #350-13
 Hillsboro, OR 97124
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 www.co.washington.or.us

**PRE-APPLICATION CONFERENCE
 SUMMARY (URBAN)**

PREAPP# _____ Date of Pre-app. _____ Staff Member _____

ATTENDEE:

Name: _____

E-mail: _____

PROPERTY DESCRIPTION

ASSESSOR MAP: _____ TAX LOT NUMBER(S): _____

PROCEDURE/CATEGORY TYPE _____

CPO: _____
 Community Plan: _____
 Land Use District(s): _____

Site Size: _____

Address: _____

Location: _____

Proposed Development Action:

PROCESSING INFORMATION (Processing time from date of acceptance.) **+/- 30 day completeness review**

- Type I** - Administrative Review; estimated processing time _____ days.
- Type II** - Administrative Review; with Public Notice; est. processing time _____ days; County shall prepare Notice.
- Type III** - Quasi-Judicial Review (Public hearing before County hearings Officer). County shall prepare Notice. Application submittal deadline is approximately 11 weeks prior to the hearing.

APPLICABLE REGULATIONS

Submit evidence of compliance with the following, using the format indicated (written or plans).

COMMUNITY PLAN

- General Design Elements _____
- Sub-area Design Elements _____
- Area of Special Concern No. _____
- Significant Natural Resource _____

COMMUNITY DEVELOPMENT CODE

Procedures (Article II)

- Neighborhood Meeting (§203-3) _____
- Other (§200) _____

Land Use Districts (Article III)

Narrative / Plans

- Introduction (§300) _____
- Applicable District (§302-381) _____

Development Standards (Article IV)

- Master Planning (§404) _____
- Site Plan _____
- Off-Site Circ./Dev. Plan _____
- Open Space (§405) _____
- Building Siting (§406) _____
- Landscape Design (§407) _____
- Neighborhood Circ. (§408) _____
- Private Streets (§409) _____
- Slopes & Grading (§410) _____
- Screening & Buffering (§411) _____

Development Standards (Article IV) (con't.)

- Parking & Loading (§413) _____
- Signs (§414) _____
- Lighting (§415) _____
- Utility Design (§416) _____
- Setbacks (§418) _____
- Height (§419) _____
- Solar Access (§427) _____
- Bicycle Parking (§429) _____
- Special Use Sections (§430) _____
- Transit Oriented Design (§431) _____
- Section _____
- Section _____

Variance (§435)

- Type III Variance (§435-4.1) _____
- Type II Hardship Relief (§435-5.3) _____

Flood Plain & Drainage Hazard Area (§421)

- FP/DHA Handout provided to Applicant
- Flood Plain Elevation Request Form
- Information prepared by a registered professional engineer
- Information described in FP/DHA Handout _____
- (§421-1.2.A or 421-1.2.B) Delineation.
- Section _____
- Section _____
- Description of Proposed alteration (if any) _____

Significant Natural Resource (§422)

Significant Natural Resources on/within 100' of site:

- Water Areas & Wetlands Water-related Fish & Wildlife Habitat Upland/Wildlife Habitat
- Significant Natural Areas Metro Riparian Habitat, Class I/II
- Submittal Requirement (§422-3)
- Habitat Assessment per Habitat Assessment Guidelines
- Allowed uses (§422-4) _____
- Tree preservation in Habitat Area (§422-5) _____
- Other _____

Public Facilities (§501)

- If increase of 40+ ADT: Completed Traffic Impact Statement – OR – Waiver to TIS
(Submit the Traffic Impact Statement Request as soon as possible, as there is at least an 8 week turnaround time.)
- (§501) _____
- Access Management Plan (§501-8.5.C) _____
- Sidewalks (§502) _____
- _____
- _____
- _____

Land Divisions & Property Line Adjustments (Article VI)

- Preliminary Plat (§605-2.3)
- Development Standards (§605-3)
- Property Line Adjustments to consolidate lots. _____

SERVICE PROVIDER LETTERS FROM:

* = Documentation no more than 90 days old.

- * Water District _____
- * City of Beaverton (Sewer) _____
- * Clean Water Services Surface Water _____
- * Fire District _____
- Washington County Sheriff _____
- Wash Co HHS Solid Waste/Recycling _____
- School District _____
- Tri-Met (info. filled out by applicant) _____
- Tualatin Hills Park & Recreation District _____
- City of Beaverton Dev. Coordination Letter _____

OTHER REQUIRED INFORMATION:

- Development Application _____
- Development Review Valuation Sheet _____
- Neighborhood Meeting Materials _____
- Reduced Site Plan (8.5" x 11") _____
- Pre-Application Conference Summary _____
- Completed T.I.S. – OR- T.I.S. Wavier (if development is > 40 A.D.T.) _____
- Transportation Dev. Tax Estimate Form (for non-residential projects) _____
- Other _____

Required Washington County Tax Map(s)

(Obtain from Dept. of Assessment & Taxation in Room 130, or the Survey Division in Room 350 of the Public Services Building; or the County website. Provide **ONE copy** of each map listed.)

Total number of copies of a **complete** Land Use application required: _____

Note: Three (3) copies of a land use application are sufficient for the initial completeness review (1st time submittal).

Reduced Site Plan for the Public Notice:

In addition to the full size site plans in the application packets, submit **one** reduced copy of the site plan (using an even scale 1"=100', 1"=200', 1"=400') on a piece of paper preferably 8½" x 11", but no larger than 11" x 17" for assistance in preparation of the Public Notice.

Adjacent County (if applicable):

Submit tax maps & ownership printouts for all properties within 500 feet of the site (and contiguous parcels), located within _____ County.

PREVIOUS CASE FILES:

The following case files were previously processed on the subject site: _____

FEES:

Land Development Fees	Fee Amount
	\$
	\$
	\$
Surcharges	
	\$
	\$
Engineering Deposit	\$
TOTAL	\$

Note: Transportation Development Tax and Park Fee(s) (if required) are collected after preliminary approval

All materials must be folded and collated. • Incomplete applications WILL NOT be accepted.
 These notes are general in nature and are not intended to cover all of the issues that may surface in the review of an application. The information provided by the County is not binding, and it does not preclude the County from raising new issues or identifying additional requirements during the land use review process. Additional information may be required and it is the applicant's responsibility to provide the necessary information to process an application as required by Oregon State Law and Washington County ordinances and regulations.

OTHER NOTES: